ASU

OVERRIDE AUTHORIZATION
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

Override Type (REQUIRED):

☐ CLASS LIMIT
(SECTION FULL)

☐ TIME CONFLICT

☐ CLASS PERMISSION
(DEPARTMENT/INSTRUCTOR CONSENT)

☐ REQUISITES
(COURSE REQUIREMENTS NOT MET)

☐ RESERVE CAPACITY
(CONTACT THE DEPARTMENT FOR RESERVE CAPACITY CRITERIA)

Instructions:
1. Contact the department offering the course for which you need the override.
2. Follow the instructions given by the department on how to request the override.
3. If the department approves the override they can either enter the override online, or fill out the bottom portion of this form and stamp it with their department approval stamp.
4. If the department enters the override approval online, you can register online via My ASU or in person with an Enrollment Request form at any University Registrar Services location.
5. If the department does not enter the override approval online, you will need to submit this form along with an Enrollment Request Form to any University Registrar Services location (see http://students.asu.edu/contact/office-university-registrar for location information).

ASU ID NUMBER:	STUDENT NAME (Please Print):

TO BE COMPLETED BY THE DEPARTMENT OFFERING THE COURSE:	
SCHEDULE LINE NUMBER (REQUIRED):	**DEPARTMENT APPROVAL STAMP (REQUIRED):**
COURSE PREFIX & NUMBER (REQUIRED):	
AUTHORIZING SIGNATURE (REQUIRED):	

October 31. 2013